

**\*\*KQM Template for Formal Letters\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

**\*\*K (Key Message):\*\***

[State the primary purpose of your letter clearly and concisely.]

**\*\*Q (Question):\*\***

[Pose any relevant questions to seek clarification or additional information.]

**\*\*M (Message):\*\***

[Expand on the key message, providing necessary details and context. Include any relevant background information that supports your key message.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]